

Letter of Intent to Accept Subcontractor

Date: [Insert Date]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Contact Name],

We are pleased to inform you that we intend to accept you as a subcontractor for the [Project Name] project. Your proposal dated [Insert Proposal Date] has been reviewed and aligns with our project requirements.

The scope of work includes [briefly describe the scope of work]. We expect your team to commence work on or before [Insert Start Date], subject to the finalization of the contractual agreement.

Please confirm your acceptance of this letter of intent by signing below. This letter serves as a preliminary agreement and is not a binding contract.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]

Accepted by:

[Subcontractor's Contact Name]

[Subcontractor's Position]

Date: _____